

OS REGISTRY

OS REGISTRY
FILE

22 June 1977

MEMORANDUM FOR:

Office for the Assistant for Information
Deputy Director for Administration

FROM:

Chief, Policy and Plans Group
Office of Security

SUBJECT: Proposed Booklet on Security Classification

REFERENCE: Your communication of 8 June 1977,
same subject

1. Subject has been reviewed and the Office of Security has no objection to the proposed format of a booklet. It is understood that an official handbook or manual, if prepared, would of necessity be much more comprehensive and detailed.

2. Office of Security comment relating to text of the proposal is limited to the following:

a. In the Background section, it is suggested that a paragraph be added to explain the oversight function of the Interagency Classification Review Committee. Such a paragraph could be inserted between paragraphs 2 and 3 of Background now cited in subject.

b. The section concerning Levels of Classification uses the terms "release" and "disclosure" in references to the Top Secret and Secret levels. The reference to the Confidential level contains the term "unauthorized disclosure." It is suggested that the latter is the strongest and most fitting of the several expressions and should be used in the text for all three levels of classification.

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OS 7 2759-A

OS/PPG

(22 June 1977) Administrative - Internal Use Only

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ROUTING AND RECORD SHEET

OS REGISTRY
FILE

SUBJECT: (Optional)

STAT

Proposed Booklet on Security Classification

STAT

STAT

PPG

EXTENSION

NO.

DATE

9 June 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/PSI	4E-58	Comment 15 June		<p>As indicated on the buck slip, the attached has been initiated by officials on the DDA level. It is requested that the provisions on the draft be studied carefully and any comments be forwarded to PPG by 17 June 1977.</p> <p>Any questions or verbal responses may be directed to</p>
2. DD/PTOS		no comment 17 June		
3. C/A&TD	4E-70	no comment 2 June		
4. C/IRG	GE-31	Comment		
STAT/SSC		no comment 6/16		
6. C/ISSG		comment 17 June		
7. C/SRD	GE-31	no comment 10 June		
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9.				
10.				
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OS 7 2759

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
UNCLASSIFIED		CONFIDENTIAL		SECRET
OFFICIAL ROUTING SLIP				
TO	ADDRESS	DATE	INITIALS	
1	4E70 Hqs OS			
2				
3				
4				
5				
6				
ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE
<p>Remarks: Attached is the booklet I mentioned to you some time ago. Recognizing the guidance may change by October, [redacted] and I would still like your comments on the proposal. We feel it will be much easier to edit the booklet later than to begin drafting from scratch. We have decided to go this route as opposed to the official handbook route and would like your opinions on the brochure and the policies it sets forth.</p> <p style="text-align: right;">Please let me have your comments by 22 June 1977. Thanks.</p>				
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO.				DATE
[redacted] -AI/DDA, 2E42 Hqs				6/8/77
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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Proposed Booklet on Security Classification

STAT STAT	FROM:	PPG		EXTENSION	NO.
				DATE	9 June 1977
	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
	1. DD/PSI 4E-58	6/9/77		5	As indicated on the buck slip, the attached has been initiated by officials on the DDA level. It is requested that the provisions on the draft be studied carefully and any comments be forwarded to PPG by 17 June 1977.
	2. C/SAB	JUN 13 1977	JUN 13 1977	h	
	3.				
	4.				
STAT	5.				Any questions or verbal responses may be directed to
	6.				Des review and comment if necessary
STAT	7. C/PPG				
	8.				
	9.				#7 - Recommend page 4 be amended as indicated
	10.				
STAT	11.				
	12.				
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STAT

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1. C/IRG

GE-31

EO

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Any questions or verbal responses may be directed to

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1-2. See attached memo for my suggestion from Mr.

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